

SECRETARY OF THE SENATE

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Ms. Brady,

This letter is in response to your inquiries dated August 24, 2004, related to the 12 day Pre-primary report of David Vitter for US Senate.

- 1) Procedures for obtaining employer/occupation information from contributors in excess of \$200 during an election cycle.
 - a) Original solicitation includes clear and conspicuous request for contributor's name, mailing address, occupation and employer, and a statement that the information is needed to comply with federal campaign law.
 - b) Upon receipt of the contribution, a follow up phone call (oral request) is made to the contributor within five days requesting missing information without soliciting a contribution. This oral request informs the contributor that the information is needed in order to comply with federal law for reporting such information.
 - c) If no response from the contributor is received after 10 days, a written request is mailed. The written request (see attached) includes clear and conspicuous request for the contributor information, without soliciting a contribution, and informs the contributor of the requirements of federal law for reporting such information.
 - c) Upon obtaining missing information from the contributor, the data is entered into the filing software and is included in the next filing (as an amended memo entry).